

VOLUME II

CHAPTER 6

DIRECTORY SERVICE

600. PURPOSE :

This chapter contains instructions for the development and maintenance of a postal directory file and establishes procedures for processing undeliverable as-addressed mail.

6th . GENERAL

1. All postal activities providing mail delivery services to authorized patrons shall maintain a directory file for those personnel receiving mail through their facility. Postal directories shall not be used as a **base** locator. Commanders may establish area or central directories where desired. MPOS normally shall not maintain postal directory cards for personnel who are served through an MAO or subordinate UMR. Directory files shall include all personnel served including those on TDY or TAD, those scheduled to arrive, and those permanently departed.

2. MPOS shall provide directory service for all classes of improperly addressed official mail. **Postal activities** experiencing recurring problems with official mailers not using correct mailing addresses should report the problem to the **MACOM** postal activity. Problems that cannot be resolved in the command then should be forwarded to MPSA for resolution.

3. Separate address correction service requests shall not be honored. Any fees received with these requests shall be returned to the sender. Provide a cover letter explaining that this service is not available at **MPOs**, **PSCS**, or **UMRs**. "On piece" requests for address correction shall be treated per Tables 6-1 thru 6-5.

602. POSTAL DIRECTORY

1. The directory shall be arranged alphabetically by last name in one file, regardless of status or rank.

2. Postal directory information for members presently served, minimally shall contain name (last, first, and middle initial), grade, organization, and mailing address (PSC receptacle number, and unit). Annotate dependent first names, middle initials, and last names when differing from the sponsor on the directory card.

3. Postal directory information for Service members who have departed shall include date departed, purge date, and forwarding address, and a projected reporting date. (arrival date). Separation, or transfer points shall not be listed as a forwarding address excepting U.S. Army personnel who do not have a direct assignment and are assigned to an overseas replacement activity. Their mail should be forwarded to the appropriate casual mail directory. (Projected arrival or due dates are extremely important when forwarding mail for members being assigned overseas.)

4. If a member has dependents with a different last name, a separate card shall be prepared and filed. This card shall be cross-referenced with sponsor card and shall be maintained in an identical manner. A separate card shall be prepared and cross-referenced for members who have a name change.

5. When a member is no longer served by the postal activity, code the directory card for destruction in 6 months. For instance, if a member departs in May 1985, code the directory file for destruction in December 1985. If the member was assigned temporarily as a projected gain who has been canceled, in student or patient status 6 months or less, code the directory card for destruction in 3 months; for example, if the individual is a May departure, code the card for September destruction.

6. During the first work week of each month, the directory file shall be screened and all expired cards shall be removed and destroyed.

7. Computer listings or electronic storage may be used instead of card files, if the above requirements are met. Electronically stored directories need not be filed alphabetically if a search-by-name can be done efficiently. Changes shall be posted daily and an up-to-date listing maintained.

603. MAIL NOT ENTITLED TO DIRECTORY SERVICE

1. First-class mail that is received from one mailer in quantities of 20 or more, addressed insufficiently or wrongly, or contains an obviously incorrect or identical receptacle number used simply to obtain directory service shall be returned to sender endorsed "Insufficient Address-" Mail received from mailers who continuously mail quantities of less than 20 letters simply to circumvent this paragraph also shall be returned to sender endorsed "Insufficient Address." (Exception: This does not apply to official mailings from any Federal Agency.) First-class mail received with a Federal Government return address shall be provided directory service and not returned to the sender. Postal activities experiencing recurring problems with Federal Government mailings should report these problems to MPSA through the MACOM postal activity for resolution.

604. DIRECTORY MAIL

1. Directory mail is mail that cannot be delivered as addressed because of an incomplete or incorrect mailing address.

2. Write in omitted elements of the name, if known.

3. Draw a single diagonal line through the incorrect lines of the address

4. Make endorsements neat and legible, using the minimum space required. Rubber stamps or gummed labels may be used for endorsements.

5. Endorsements shall be placed on the front of mail, when possible. The initial **forwarding address shall be** placed below and to the right of the original address. After all available space on the front of the mail is used, write "over" on the front and place additional endorsements on the back. Gummed labels may be **placed over old addresses to give** additional writing space.

The name of the addressee shall not be written or stamped over or covered by gummed labels.

6. If the member has departed on permanent change of station and mail is being forwarded using a military unit as the forwarding address, include an "arrival date." This is not necessary once the arrival date is past. Mail being forwarded to a central directory or overseas casual mail directory should contain the addressee's SSN.

7. Each piece of mail given directory service shall be backstamped to indicate the date of receipt. If the directory mail is not processed on date of receipt, date forwarded or returned to sender shall also be annotated with the clerk's initials.

a. Units having a large volume of directory mail are authorized to postmark such mail on the reverse side of the address by machine, instead of manually backstamping.

8. MPO personnel shall monitor directorized mail being returned by unit mailclerks to ensure that the mail is endorsed neatly and properly. If illegible or incorrect endorsements are frequently noted after the unit mailclerk has been briefed on correct directory procedures, the unit commander or postal officer shall be advised.

a. Mail that has been directorized by unit mailclerks shall be returned to the serving postal facility separate from uncanceled mail.

9. Mail addressed for general delivery shall be provided priority directory service. Endorse each piece showing date received. Do not hold mail addressed for general delivery more than 15 days unless information is available indicating the individual is due to arrive (see paragraph 605.4).

605. PROCESSING INSTRUCTIONS FOR UNDELIVERABLE AS ADDRESSED MAIL

1. All priority-, first-, fourth-, and third-class mail of single piece rate, annotated that forwarding postage is guaranteed, shall be endorsed with a forwarding address (if one is available) and forwarded to the addressee. Priority-, third-, and fourth-class mail also shall be endorsed "Change of Address Due to Official Orders." If the mail has an endorsement that restricts forwarding, it shall be returned to the sender.

2. Second-class mail that is undeliverable as addressed shall be handled as outlined in Table 6-2. The following additional instructions apply:

a. All second-class mail for overseas personnel reassigned in an area served by the same postmaster (for example, APO NY 09XXX to 09XXX) or CONUS personnel reassigned in CONUS shall be forwarded for 60 days after the service member's departure. Directory clerks shall endorse this mail "Advise Your Correspondent or Publisher of Your Correct Mailing Address" and "Change of Address" Due to Official Orders."

b. All second-class mail (except newspapers) addressed to personnel who have been reassigned to an area not served by the same postmaster (for example, APO NY 09XXX to CONUS, or CONUS personnel reassigned overseas) shall

be forwarded for 60 days following the member's departure. Directory clerks shall endorse this mail "Change of Address Due to Official Orders" and "Advise, Your Correspondent or Publisher of Your Correct Mailing Address." Newspapers (and magazines) that cannot be forwarded shall be disposed of as outlined in paragraph 605.2c.

(1) Exception: In the Pacific theater of operations (between APO/FPO San Francisco 96XXX and APO/FPO Seattle 98XXX MPO's), all second-class mail shall be treated as if the MPO is serviced by the same postmaster when forwarding second-class mail.

c. The first copy of undeliverable second class mail that is received shall be handled as follows:

(1) PS Form 3579, listing the forwarding address and marked "Not Deliverable as Addressed-Unable to Forward," shall be affixed near the old address. PSCS and UMRs serviced directly by the USPS shall return the publication to the serving post office for processing.

(2) At APOs/FPOs that portion of the publication, wrapper, or envelope containing the old address and the completed PS Form 3579 shall be mailed in a USPS envelope to the sender, with postage due for each notice (see Part 412.2, DMM (reference (d).) More than one form may be mailed to the same addressee in one envelope; however, the postage due shall be rated per each contained form.

(a) PS Forms 3579 for second-class matter published in overseas areas and mailed at an MPO shall be mailed to the home office of the publication in the United States.

(b) Non-U.S. magazines (published in a foreign country) received for personnel who have been reassigned shall be forwarded for a period of 60 days following the member's departure. Directory clerks shall endorse this mail "Change of address due to official orders" and "Advise your correspondent or publisher of your correct mailing address." Non-U.S. newspapers and magazines that cannot be forwarded shall be disposed of as outlined in paragraph 605.2c(2)(d).

(c) A record of PS Forms 3579 shall be prepared. The name of the publication and date of notification shall be indicated on the directory card, computer file, or log to prevent sending duplicate notifications to publishers.

(d) Publications received after the 60 day forwarding period has expired and notification to publishers has been made (paragraph 605.2.c.) may be distributed by MPO's and/or FPO's to military hospitals, chaplains, dormitories, recreation services, or turned over to the nearest DoD property disposal office as salvage paper, or treated as waste. Remove address labels before release. UMRs and PSCs served directly by USPS shall return such publications to the serving post office. They shall be endorsed "Forwarding Period Expired - Undeliverable as Addressed."

3. Hold mail for personnel who are AWOL for 30 days. After the 30th day, the following procedures apply:

a. Endorse **first-** and fourth-class mail "Moved, Left No Address" and return to sender. Do not mark this type of mail as "Change of Address Due to Official Orders."

b. Prepare a PS Form 3579 for each second-class publication, endorse with "Moved, Left No Address," forward the PS Form 3579 with the address label to the publisher, or return the publication with the PS Form 3579 affixed to the serving post office. (See paragraph 605.2c).

c. Handle third-class mail per Tables 6-3 and 6-4.

4. Mail addressed for members due to arrive shall be handled as follows:

a. If the member is due to arrive, hold mail 15 days past the anticipated arrival date. If mail is unclaimed at that time, but the member is still expected to arrive because mail is being forwarded, sender has the same last name, or for similar reason then hold the mail for an additional 15 days or 30 days past the anticipated arrival date.

b. If the mail is still undeliverable at the end of the 30-day period, it shall be endorsed "Attempted - Not Known" and returned to sender if there is no further indication that the member is due to arrive later.

c. Screen mail being held for personnel against the directory, at least weekly.

5. Mail received from unit **mailclerks** endorsed "Attempted - Not Known" may not be held at MPOS unless their records indicate the member is due to **arrive**. If the addressee is due to arrive, endorse the mail with the arrival date and return to the appropriate **UMR**.

6. Mail addressed in care of a sponsor shall be treated in the same manner as the sponsor's mail. If the sponsor cannot be identified, endorse the mail "Attempted - Not Known" and return to sender.

7. Mail that cannot be delivered, forwarded, or returned to sender and becomes dead mail, for any reason, **shall** be handled as **follows**:

a. MPOS shall forward all Express Mail, first-class mail (including postal and postcards), third-class single piece rate mail and fourth-class mail that cannot be forwarded or returned to the gateway dead letter branch or dead parcel branch for disposition. (Domestic Mail Manual, Section 159.412, reference (d).) Complete a PS Form 3849A or PS Form 3849B showing the disposition of accountable mail.

b. Second-class mail shall be handled as shown in paragraph 605.2.c.

c. Third-class mail shall be handled per Table 6-3.

d. UMRS served by MPOS and CONUS PSCS shall return all such. mail to the serving post office endorsed "No Record."

8. Mail addressed to personnel or elements at overseas locations who are not authorized MPO privileges (including mail addressed in care of an authorized user) shall be endorsed "Addressee Not Authorized MPO Privileges" and returned to sender. If the mail is addressed in care of a member, notify the member of the infraction.

9. Voting and balloting material shall be provided directory service immediately when it cannot be delivered as addressed. If the material is undeliverable and a forwarding address is not known, immediately return the material to sender and properly mark the material with the reason for return. Do not hold for personnel due to arrive, unless they are due in 30 days after receipting of the material. Tie or tray **all** returned or forwarded balloting material on top of letter bundles or in front of tray.

10. Undeliverable catalogs shall be disposed of as follows: . .

a. If overseas, the wrapper or label, or both, shall be removed and destroyed (this also applies to catalogs bearing the endorsement "Return Postage Guaranteed." The catalog then may be given to any authorized patron or placed in the MPO lobby for patron use.

b. If in CONUS, the catalog shall be endorsed "Undeliverable as Addressed" and returned to the serving post office.

11. Undeliverable income tax packages that cannot be delivered by the postal activity of address shall be released to the local staff office responsible for distributing tax packages after all address labels are removed. Postal bulletins pertaining to nonrelease of income tax packages do not apply at MPOs.

12. Perishable items that carry a required delivery date (RDD) and cannot be forwarded or returned before spoiling shall be disposed of as waste. Dispose of as waste any perishables obviously spoiled when received. **Always** destroy perishables in the presence of a witness. Notify the sender and the addressee, and retain a copy of notification in post office **files**.

606. MAIL FOR UNITS RETURNED TO THE UNITED STATES/INACTIVATED UNITS

1. Responsible commanders **shall** notify the JMPA at the gateway of dates to discontinue dispatching mail and of the forwarding addresses of units returning to the United States.

2. Personal mail received after departure and/or inactivation of units shall be given directory service at the **MPO** of address.

3. Nonaccountable official mail and personal parcels and first-class mail for personnel who-departed **with** that unit **shall** be forwarded to the new address. When volume warrants, this mail may be made up into direct ties, bagged without individual readdressing, and labeled for mailing directly to the unit.

4. Accountable mail shall be readdressed and dispatched individually to the serving post office of the installation where the unit was reassigned.

5. Second-class mail and third-class miscellaneous printed matter shall be disposed of as outlined in paragraphs 605.1. through 605.2.

6. Catalogs shall be disposed of as outlined in paragraph 605.10.
(Exception: Aboard all U.S. Navy ships, catalogs shall be disposed of as outlined in paragraph 605.10.a.)

7. Direct pouches for returned units shall be returned intact.

607. MAIL DIRECTORY SERVICE FOR DECOMMISSIONED SHIPS AND DISESTABLISHED STATIONS

1. The administrative commander for ships, mobile units, and naval bases or the area commander for other decommissioned or disestablished activities shall designate an activity to do directory service for mail received for the decommissioned unit. Directory service shall be done by the designated command for a 60-day period after decommissioning. During that time, personal mail shall be forwarded and official mail opened and screened for necessary action or other disposition. Mail received after expiration of the 60-day period shall be returned to the sender and endorsed to show the activity decommissioned, with the following exception:

After the 60-day mail directory service expires, obvious **supply parcels** addressed to decommissioned units continuously shall be forwarded to the commander for disposition pending publication of the decommissioning in DoD Directive 4000.25 (reference (e)), Part 1 of the Standard Navy Distribution List (SNDL) (reference (f)), and List of Marine Corps Activities (reference (g)). Obvious supply parcels received at the JMPAs after publication in these documents shall be returned to sender endorsed to indicate that the unit has been decommissioned.

2. Official mail addressed to a U.S. ship shall not be forwarded unopened to the new title of that ship when it has been stricken from the SNDL and transferred to a foreign government or to merchant marine service.

3. Personnel currently assigned as postal clerks, mail orderlies, or to duties involving the receipt and delivery of unopened mails shall not be assigned duties involving opening and screening of official mail.

4. Commanding officers of ships and activities being decommissioned or placed in the reserve fleet shall furnish the designated activity with a complete directory of officers and enlisted personnel showing the new duty station or, in the case of those separated from the service, the forwarding address furnished by the individual. The designated activity shall destroy this directory information upon completion of the 60-day directory service.

5. The command being inactivated shall inform the mail routing authority or postmaster of the date desired for routing of mail to the unit that will provide directory service for the decommissioned unit.

608. HANDLING MAIL FOR CASUALTIES

1. Under no circumstances shall mail for casualties be returned to sender or forwarded to next of kin until absolute verification is obtained that next of kin have been notified. This information can be obtained from the Summary Court Officer, U.S. Air Force; Casualty Mail Section (Army and Marine Corps); or command element (Navy). This mail may be held as long as necessary to prevent inadvertent disclosure of casualty status before official notification of next of kin. Once next of kin have been notified positively, the mail shall be returned to sender or forwarded to next of kin with authorized endorsement (see paragraph 608.6). Jointly addressed mail is delivered as addressed by the sender when one of the addressees can receive it at the place of address. Jointly addressed mail not deliverable at the place of address, along with other mail addressed to the deceased, other than Federal Government checks that are returned to sender, may be delivered to the executor or administrator. Such mail is then considered delivered to the addressee and is subject to the disposition of the executor or administrator.

2. Mail for casualties shall be endorsed by the serving activity or casualty mail section (See paragraph 608.6). If the UMR affixes the endorsements, the mail shall be returned to the serving postal facility. Mail received at an overseas MPO that has been endorsed by mailclerks shall be checked as follows:

a. Ensure that the format of endorsement is correct and backstamp each article to indicate date forwarded.

b. Mail endorsed to a specific hospital shall be direct ties, bagged if volume warrants, and dispatched directly to the hospital.

c. Mail endorsed "Search" shall be sent to the casualty mail section for verification and then returned to sender.

4. Casualty mail sections shall maintain directory cards on personnel reported as deceased, missing, captured, and interned. Information required for maintaining these cards shall be obtained from any source available for keeping them accurate and current.

5. Hospital mail sections shall maintain directory cards on all admitted patients and evacuees. The cards shall contain the information required in paragraph 602-

6. Authorized endorsements for casualty mail are as follows:

a. **Deceased-** when the member has died and next of kin has been notified.

b. **Search-** when the member's status is unknown and the mail is being forwarded to the MPO or casualty mail section.

c. **Patient-** when the member has been hospitalized and the hospital is known (also include the current hospital address).

d. Hospital Search- when the member is evacuated through medical channels to an unknown hospital. (This mail is being forwarded to a casualty mail section.)

Treatment of Undeliverable as Addressed Express Mail, First-Class Mail including Postal and Postcards, and First-Class Zone Rated (Priority) Mail			
RULE	NAILER ENDORSEMENT	MILITARY POSTAL DIRECTORY SERVICED BY THE f f P S SHALL:	MILITARY POSTAL DIRECTORY SERVICED BY THE USPS SHALL:
1	NO ENDORSEMENT	Forward. If a forwarding address is unknown return to sender endorsed with reason for nondelivery. Endorse all Priority Mail with "Change of Address Due to Official Orders."	Forward. If a forwarding address is unknown return to sender endorsed with reason for nondelivery. Endorse all Priority Mail with "Change of Address Due to Official Orders."
2	ADDRESS CORRECTION REQUESTED		
3	FORWARDING AND ADDRESS CORRECTION REQUESTED		
4	DO NOT FORWARD	Do not forward. Endorse piece "Undeliverable as Addressed," and return to sender.	Do not forward. Endorse piece "Undeliverable as Addressed," and return to serving post office.

Note 1 All Express Mail, First-Class Mail (including zone rated Priority Mail and postal and postcards) that cannot be forwarded or returned is sent to the serving dead letter branch or dead parcel branch for disposition.

Note 2 The following endorsements or their variations are not authorized for Express Mail, First-Class Mail including Postal and Postcards, and First-Class Zone Rated (Priority) Mail. If mail of this type is received with these endorsements handle IAW Rule 1 above.

Forwarding and Return Postage Guaranteed.

Forwarding and Return Postage Guaranteed, Address Correction Requested.

Return Postage Guaranteed.

Table 6-1. Treatment of Undeliverable as Addressed Express Mail, First-Class Mail including Postal and Postcards, and First-Class Zone Rated (Priority) Mail.

Treatment of Undeliverable as Addressed Second-Class Mail			
RULE	MAILER ENDORSEMENT		
1	NO ENDORSEMENT	<p>Forward all second-class for a period of 60 days. Endorse each piece "Change of Address Due to Official Orders". (See Note 1.)</p> <p>After 60 days or if a forwarding address is unknown, attach a completed PS Form 3579 to the portion of the wrapper, cover, or envelope with the old address and place in a USPS envelope and address to the sender. Compute the postage for each form enclosed. (See Part 412.2 of the FMH (Reference d).)</p>	<p>Forward for 60 days. Endorse each piece "Change of Address Due to Official Orders."</p> <p>After 60 days or if a forwarding address is unknown, return the item to sender with the new address or reason for nondelivery. Mark the item "Postage Due," but do not compute the postage.</p>
		<p>Forward all second-class for a period of 60 days. Endorse each piece "Change of Address Due to Official Orders". (See Note 1.)</p> <p>After 60 days or if a forwarding address is unknown, attach a completed PS Form 3579 to the wrapper, cover, or envelope and return the entire publication to the serving post office.</p>	<p>Forward for 60 days. Endorse each piece "Change of Address Due to Official Orders."</p> <p>After 60 days or if a forwarding address is unknown, return the item to sender with the new address or reason for nondelivery. Mark the item "Postage Due," but do not compute the postage.</p>
			2
			RETURN POSTAGE GUARANTEED

Note 1 Newspapers shall be forwarded for personnel reassigned in an area served by the same postmaster for 60 days. (For example, APO New York 09XXX to APO New York 09XXX or CONUS Personnel reassigned within CONUS.) If newspapers are received for individuals reassigned to an area not served by the same postmaster (for example, APO New York 09XXX to CONUS or CONUS personnel reassigned overseas) they shall not be forwarded. (See paragraph 605.2.c)

Note 2 Second-class received after PS Form 3579 action has been completed shall be handled IAW paragraph 605.2.c.(2)(d)

Note 3 The following endorsements or their variations are not authorized for second-class mail. If second-class mail is received with these endorsements, process the mail IAW Rule 1, above.

Address Correction Requested
Forwarding and Address Correction Requested
Do Not Forward
Forwarding and Return Postage Guaranteed
Forwarding and Return Postage Guaranteed
Address Correction Requested

Table 6-2. Treatment of Undeliverable as Addressed Second-Class Mail.

Treatment of Undeliverable as Addressed Third-Class Bulk Business Mail			
RULE	MAILER ENDORSEMENT	MILITARY POSTAL DIRECTORY SERVICED BY THE MPS SHALL:	MILITARY POSTAL DIRECTORY SERVICED BY THE USPS SHALL:
1	NO ENDORSEMENT OR 00 NOT FORWARD	Unit mail clerks and mail orderlies will endorse each piece as "Undeliverable as Addressed" and return to the serving MPO.	Endorse each piece as "Undeliverable as Addressed" and return to the serving USPS facility.
2	ADDRESS CORRECTION REQUESTED	MPOs shall not forward or return tills mail. Destroy as waste. (See Part 159.412 of the DNM (reference d).)	
4	FORWARDING AND RETURN POSTAGE GUARANTEED	Forward and endorse "Change of Address Due to Official Orders." If a forwarding address is unknown, return to sender endorsed "Undeliverable as Addressed" and "Postage Due" but do not compute the postage.	Forward and endorse "change of Address Due to Official Orders." If a forwarding address is unknown, return to sender endorsed as "Undeliverable as Addressed" and "Postage Due" but do not compute the postage.
5	FORWARDING AND RETURN POSTAGE GUARANTEED, ADDRESS CORRECTION REQUESTED.		
6	DO NOT FORWARD, ADDRESS CORRECTION REQUESTED, RETURN POSTAGE GUARANTEED	Do not forward. Return the piece to sender endorsed "Undeliverable as Addressed" and "Postage Due," but do not compute the postage.	Do not forward. Return the piece to sender endorsed "Undeliverable as Addressed" and "Postage Due," but do not compute the postage.

- The authorized abbreviation for this endorsement is "FTW & RET-Postage Guaranteed-ACR."
- * The authorized abbreviation for this endorsement is "Do Not Forward-ACR-RPG. "

Note 1 The following endorsements or their variations are not authorized for third class mail. If Third-class Bulk Business Rate Mail is received with these endorsements, handle LAW Rule 1.

Forwarding and Address Correction Requested
Return Postage Guaranteed

Table 6-3. Treatment of Undeliverable as Addressed Third-Class Bulk Business Rate Mail.

Treatment of Undeliverable as Addressed Third-Class Single Piece Rate Mail			
RULE	MAILER ENDORSEMENT	MILITARY POSTAL DIRECTORY SERVICED BY THE MPS SHALL:	MILITARY POSTAL DIRECTORY SERVICED BY THE USPS SHALL:
1	NO ENDORSEMENT	Forward. Endorse mail with "Change of Address Due to Official Orders." If a forwarding address is unknown, endorse mail "Undeliverable as Addressed" and "Postage Due," but do not compute the postage.	Forward. Endorse mail with "Change of Address Due to Official Orders." If a forwarding address is unknown, endorse mail "Undeliverable as Addressed" and "Postage Due," but do not compute the postage.
2	FORWARDING AND RETURN POSTAGE GUARANTEED		
3	FORWARDING AND RETURN POSTAGE GUARANTEED, ADDRESS CORRECTION REQUESTED. *		
4	DO NOT FORWARD, ADDRESS CORRECTION REQUESTED, RETURN POSTAGE GUARANTEED **	Do not forward. Return the piece to sender endorsed "Undeliverable as Addressed" and "Postage Due," but do not compute the postage.	Do not forward. Return the piece to sender endorsed "Undeliverable as Addressed" and "Postage Due" but do not compute the postage.
5	ADDRESS CORRECTION REQUESTED		
6	DO NOT FORWARD	Endorse each piece as "Undeliverable as Addressed" and forward to the appropriate USPS Dead Parcel Branch for disposition. (See Part 159.561 of DMH (reference d).)	Endorse each piece as "Undeliverable as Addressed" and return to the serving USPS facility.

* The authorized abbreviation for this endorsement is "FTW & RFT-Postage Guaranteed-ACR."

** The authorized abbreviation for this endorsement is "Do Not Forward-ACR-RPG."

Note 1 The following endorsements or their variations are not authorized for Third-class mail. If Third-class Single Piece Rate Mail is received with these endorsements handle IAW Rule 1.

Forwarding and Address Correction Requested
Return Postage Guaranteed

Table 6-4. Treatment of Undeliverable as Addressed Single Piece Rate Mail.

Treatment of Undeliverable as Addressed Fourth-Class Mail			
RULE	NAILER ENDORSEMENT	MILITARY POSTAL DIRECTORY SERVICED BY THE MPS SHALL;	MILITARY POSTAL DIRECTORY SERVICED BY THE USPS SHALL;
1	NO ENDORSEMENT	Forward . Endorse mail with "Change of Address Due to Official Orders." If a forwarding address is unknown, endorse mail "Undeliverable as Addressed" and "Postage Due," but do not compute the postage.	Forward . Endorse mail with "Change of Address Due to Official Orders." If a forwarding address is unknown, endorse mail "Undeliverable as Addressed" and "Postage Due," but do not compute the postage.
2	ADDRESS CORRECTION REQUESTED		
3	FORWARDING AND RETURN POSTAGE GUARANTEED		
4	FORWARDING AND RETURN POSTAGE GUARANTEED, ADDRESS CORRECTION REQUESTED. ●		
5	DO NOT FORWARD, ADDRESS CORRECTION REQUESTED, RETURN POSTAGE GUARANTEED ●&	Endorse each piece as "Undeliverable as Addressed" and "Postage Due" and return to sender.	Endorse each piece as "Undeliverable as Addressed" and "Postage Due" and return to sender.
6	DO NOT FORWARD	Endorse each piece as "Undeliverable as Addressed" and forward to the appropriate USPS Dead Parcel Branch for disposition (See Part 159.561 of DMM (reference d)).	Endorse each piece as "Undeliverable as Addressed" and return to the serving USPS facility.

- The authorized abbreviation for this endorsement is "FWD & RET Postage Guaranteed-ACR."
- The authorized abbreviation for this endorsement is "DNF-ACR-Return Postage Guaranteed."

Note 1 All Fourth-Class Mail that cannot be forwarded or returned is sent to the serving USPS Dead Parcel Branch for disposition.

Note 2 The following endorsements or their variations are not authorized for fourth-class mail. If fourth-class mail is received with these endorsements, handle IAW Rule 1.

Forwarding and Address Correction Requested
Return Postage Guaranteed

Table 6-5. Treatment of Undeliverable as Addressed Fourth-Class Mail.



R- J L E	IF THE ADDRESSEE IS:	THEN ENDORSE MAIL:	AND:
1	AWOL (over 30 days)	Moved, Left No Address	Return to Sender
2	Unknown	Attempted-Rot Known	
	Reassigned	With current forwarding address	Forward to Addressee
4	TDY/TAD with parent unit (See Note)	With TDY/TAD location address	
5	TDY/TAD without parent unit (See Note)	With TDY/TAD unit and location address	
6	lies.pitalized (noncasually)	With the hospital address (Include Ward and Roan number if known)	
7	Due to arrive	With date of receipt	See paragraph 605.4
8	Casualty		See paragraph 608
	IF THE MAIL IS:	THEN ENDORSE MAIL:	AND:
9	Missent	Missent to (include your unit/MPO number)	Forward to Addressee
10	Opened by mistake	Opened by Mistake (if possible have the person that opened the mail sign the ir name next to the endorsement)	
11	Balloting material		See paragraph 603.9
12	Addressed illegibly	Illegible	Return to Sender
13	Addressed to a receptacle number not assigned the MPO and correct number is not known	No Such Number	
14	Fails to bear a receptacle number or unit designation and the correct address is unknown	Insufficient Address	
15	Refused by the addressee	"Refused" or "Refused by Addressee"	
16	Abandoned (General Delivery not tailed for in 15 days/ Receptacle mail not called for (See paragraph 504.3))	Unclaimed	
17	Undeliverable as addressed third-class bearing the endorsement 'Return Postage Cuaranteed'	"Undeliverable as Addressed" and "Postage Due"	
18	Addressed to "Commander of a receptacle number but does not contain the addresse's name or unit designation	Insufficient Address	

NOTE: Rules 4 and 5 apply only when the addressee has requested forwarding service.

Table 6-6. How To Endorse Mail.